

PERMIT PROCEDURE

CHIEF ADMINISTRATIVE OFFICE

Anytime an outside individual or group comes on County property for a scheduled event, a permit is required. There are several County of Los Angeles departments that issue permits.

The Chief Administrative Office (CAO) works with the public and County departments to coordinate the use of County property by outside individuals or groups. The requesting individual or group must pay market rate for the space use, submit proof of insurance and execute a space use permit. Not all property is available for use and all property is subject to prior reservation.

1. **The first step** is to ask the department where the property is located if it will allow your use of the facility on the date and times you wish to use it. The person who approves the request will be contacted for verification, so obtain his/her name, title and telephone number.
2. **The second step** is to contact the County of Los Angeles department that will coordinate your request (see "[Permits for Space Use - Who Will Issue My Permit](#)"). The CAO coordinates permits for several departments; therefore the coordinator of the permit may not be the department whose property you wish to use.

The CAO typically issues permits for:

Use of the Board of Supervisors' Hearing Room;

Courtrooms for educational purposes;

[County Mall – El Paseo de los Pobladores de Los Angeles](#)

County property by departments holding charitable-giving functions; and

Parking lots (includes Malibu lot).

3. **The third step** for CAO-coordinated [permits](#) is to print out the [permit application](#), complete it, and fax it per the instructions on the permit application.
4. **Next** the permit application will be reviewed for any conflicting requests, processed and mailed to you for signature. PLEASE return the permit promptly with the [required fee](#) per instructions that will be sent with the permit.
5. **Almost finished** ... when the permit is signed by the County, it is valid and the property may be used subject to any terms and conditions contained in the permit.

ADDITIONAL INFORMATION:

Insurance - Is required in the minimum amount of \$1 million. If you do not have private insurance, you may be able to obtain insurance from the Municipalities Insurance Services at (800) 420-0555 or online at <http://2sparta.com>

Fees - The CAO cannot waive the payment of fees; insurance, in the name of the party to whom the permit is issued, is never waived.

Other County Department Permits - For information on other departments, visit http://lacounty.info/citizen_guide_frame.htm